

THE COUNTY OF LOS ANGELES
Invites Resumes for
**DEPUTY EXECUTIVE OFFICER, BOARD
OPERATIONS (CEOP)**
(UNCLASSIFIED AT-WILL EMPLOYMENT)



Filing period: February 11, 2014 – Until the needs are met

**Annual Salary: \$109,131 to \$165,179
(MAPP R13)**

Board of Supervisors

Gloria Molina	First District
Mark Ridley-Thomas	Second District
Zev Yaroslavsky	Third District
Don Knabe	Fourth District
Michael D. Antonovich	Fifth District

THE COUNTY OF LOS ANGELES

The County of Los Angeles, with a population of approximately 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, is freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

The County has an annual budget in excess of \$24 billion. Thirty-nine major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors, including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. A wide variety of other services are also provided to County departments and to the public which include staffing various County commissions, committees, and task forces; administering the Assessment Appeals Board, the County lobbyist ordinance and County's economic disclosure programs under California's Political Reform Act; and administering the Countywide Service Awards Program.

The Department has a budget of \$120.3 million and includes funding for approximately 322 budgeted positions.

THE POSITION

The Position allocable to this class is unclassified and report to the Executive Director, CEOP, and is distinguished by its responsibility to manage the central administrative operations of the Office of CEOP through subordinate managers.

Incumbent will work with the Executive Director CEOP on strategic planning, targeted Department specific equity training, certain targeted mediations, outreach and teambuilding with other departments, closer scrutiny and support of panel activity, and identifying and resolving systemic equity issues identified through the CEOP process, resulting in County liability reduction, reduced employment litigation and cost savings.

KEY RESPONSIBILITIES

- ▶ Manages the day-to-day activities by planning, organizing, directing and evaluating the work of the County Intake Specialist Unit (CISU) to ensure procedures are followed and that staff handles complaints in a professional, timely, objective, and helpful manner.
- ▶ Develops and implements management concepts, objectives, and administrative policies and processes for accomplishing the Office's work.
- ▶ Establishes performance requirements and advises CISU staff on complicated equity complaints in the CPOE and the CPOE process. Directs and reviews the preparation of highly sensitive equity reports and correspondence.
- ▶ Advises County Departmental Human Resource Managers in the CPOE process.
- ▶ Directs and oversees the preparation of weekly CEOP Briefing schedule and ensures panel members receive and review scheduled cases prior to CEOP Briefings.
- ▶ Monitors and resolves CEOP requests for further investigation.
- ▶ Attends CEOP Briefings and resolves recommendation when panel members do not concur on equity investigation outcomes.
- ▶ Directs and oversees evaluations of the CISU to increase efficiency.
- ▶ Reviews and approves panel members' monthly invoices prior to forwarding for payment.

- ▶ Identifies County wide or department specific systemic equity issues and coordinates the implementation of necessary proactive and corrective measures.
- ▶ Represents the Department as the point of contact for inquiries by Board Offices and Department Heads on any County Policy of Equity issues.
- ▶ Monitors the County's equity training to ensure it is ongoing and effective and conducts training in the County Policy of Equity process for County Departments, as necessary.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree or higher with a specialization in Business Administration, Public Administration, Industrial/Organizational Psychology, or Human Resources Management

– AND –

Three years of experience supervising administrative staff making resolutions to problems in areas such as personnel, procedure, program or organization managing multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations.

–OR–

Five years progressively responsible experience in the public sector analyzing and recommending solutions to problems in areas such as personnel, procedure, program or organization, two years of which must have been supervising administrative or investigative staff conducting complex administrative studies and analyses of personnel issues and providing professional services to operating departments regarding complex problems in the administration of Human Resources programs.

DESIRABLE QUALIFICATIONS

- ▶ Knowledge of the County Policy of Equity process (CPOE)
- ▶ Knowledge of the County Equity Oversight Panel process

- ▶ A Juris Doctorate is desirable, however is not mandatory for application acceptance.
- ▶ Extensive knowledge of Equal Employment Opportunity Laws (EEOC).

COMPENSATION AND BENEFITS

ANNUAL SALARY: \$109,131 -- \$165,179 MAPP R13.

The successful candidate may be appointed to any salary within the Range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that met their specific needs. The package includes:

Retirement Plan – The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a “new member” of the County's defined benefit plan (LACERA) after January 1, 2013 that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a “new member” is someone who first becomes a member of LACERA after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

Cafeteria Benefits Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Leave – Ten paid days per year with the option to buy an additional one to 20 elective annual leave days.

Flexible Spending Account – Employees may contribute up to \$200 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401K) – Optional tax- deferred income plan that may include a County matching contribution up to 4% of employee's salary

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary

Holidays – eleven paid days per year

SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest, resume detailing the required experience and verification of license.

Resume packets should include the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment and salary information.
3. Information must show that the candidate meets the *License and Experience Requirements* and *Desirable Qualifications* sections of this recruitment announcement.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. *Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.*

The names of the most highly qualified candidates will be submitted to the Executive Officer of the Board of Supervisors, for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

Please submit statement of interest and resume packet to:

Fanita Morris

Executive Office of the Board of Supervisors

Kenneth Hahn Hall of Administration

500 West Temple Street – Room 374

Los Angeles, CA 90012

Phone: (213) 974-1421

Fax: (213) 626-1398

E-mail: fmorris@bos.lacounty.gov

Date Posted: February 11, 2014

**This announcement may be
downloaded from the**

COUNTY OF LOS ANGELES website at:

**[http://dhr.lacounty.info/ Career Opportunity/
Executive Recruitment](http://dhr.lacounty.info/Career Opportunity/Executive Recruitment)**

**The County of Los Angeles is an
Active Equal Opportunity Employer**

SPECIAL INFORMATION

SOCIAL SECURITY ACT OF 2004 — Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION — Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.